

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
Secretary 1  
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Individuals on the current Secretary 1 examination list or those having held permanent status in the class.

**Location:** State Office Building, 165 Capitol Ave., Hartford, CT

**Job Posting No:** 00004350

**Hours:** 40 hours per week

**Salary:** CL-15 \$42,039.00 - \$55,131.00  
(New hires to State Service start at the bottom of the range)

**Closing Date:** April 14, 2014

**Eligibility Requirement:** Candidates must meet the minimum General and Special Experience for this classification. Department of Administrative Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position Information:** Performs a variety of secretarial duties including, but not limited to: providing clerical support to the Contract Property Management Unit and back-up clerical support for the Direct Property Management Unit; maintaining the master telephone list for Facilities Management properties; maintaining facilities Excel spreadsheets on building portfolios, tenant manuals, and contact lists; obtain FY budget information for Excel spreadsheet; group emails to request information for spreadsheets; schedule meetings in Outlook; obtain information for management firm evaluations; snow notification totals email notification; answering the Facilities Management Help Desk line and enters work orders into the system on an as-needed basis; purchasing supplies; maintaining the unit purchasing card including monthly reconciliation; aiding Property Management Liaisons throughout the property management contract process; working with DAS Payroll on paycheck distribution and overtime approvals for offsite staff; completing special projects as assigned by the Director of Facilities Operations and other related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speed writing or other method acceptable to supervisor).

**General Experience:** Two (2) years experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year experience.

**Preferred Experience:** In addition to the above requirements, the preferred candidate will have two (2) or more years experience in State fiscal-related duties including but not limited to state purchasing procedures, receiving reports, and proficiency in the use of Core-CT; two or more years of experience in creating, maintaining and updating Excel spreadsheets including demonstrated ability to independently obtain and compile information from various sources for reporting purposes.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, and copies of their last two performance appraisals no later than the close of business on April 14, 2014 to:

**Timothy J. Geary  
Department of Administrative Services  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, CT 06107  
FAX (860) 622-4922**

**Note:** This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.